

General Instructions

Web-based Standards of Learning Technology Initiative

Plan for the Use of Funds

The intent of the Web-based Standards of Learning Technology Initiative is to use Web-enabled systems to improve Standards Of Learning instructional, remedial, and testing capabilities of high schools. A high school is defined as any school with grades 9, 10, 11, **and** 12 or any combination thereof. Any school with ninth grade only is also included in this definition. The legislation also provides for participation in this initiative by regional vocational centers, regional special education centers, regular school year regional Governor's Schools, and the Schools for the Deaf and Blind. Certain schools fall outside of this definition including schools that have a high grade of nine and a low grade less than nine. These schools are also listed in this workbook but are marked as optional. The school division may elect to include or exclude these schools. School divisions have the option of including any other schools in the division for participation in the initiative.

The Plan for the Use of Funds (hereafter referred to as the Plan) is an Excel workbook consisting of four worksheets: School Division Contact Information, Division Monthly Progress, School Monthly Progress, and Financial. Directions for completing each of these worksheets are provided in the *Step-by-Step Instructions* that follow these *General Instructions*.

The Plan is designed to be both a planning document and a progress report. It follows the stages of the formal project planning process, and the tasks are grouped in the order in which they occur. The purpose of the workbook is to assist school divisions in the planning process by identifying the steps necessary to be ready to conduct online testing and to assist with the purchase and use of instructional and remedial software.

Information provided in the progress reports will be used to generate statewide project status reports and to identify school divisions that may need technical assistance in the implementation of the initiative.

The Excel workbook is available and may be downloaded at the Standards of Learning Technology Initiative Web site, www.pen.k12.va.us/VDOE/Technology/soltech/soltech.html. Once the file has been downloaded, data may be entered into the worksheets and saved. Some information will be pre-populated when the school division is identified. Once the workbook is completed and an upload file is generated, submit the upload file as

an e-mail attachment (<mailto:solplan@mail.vak12ed.edu>). **Do not submit the workbook.**

For the initial submission, a hard copy of the Plan must also be submitted. Left clicking on the *Print Workbook* button at the bottom right of the **Contact** worksheet, will produce a hard copy of the Plan. The school division superintendent should sign and enter the date in the designated cells of the **Contact** worksheet and mail the printed copy of the workbook to Lan Neugent, assistant superintendent for technology, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Plan must be submitted no later than November 1, 2000.

The timeline for submitting planning documents and progress reports are outlined in the table below.

<i>Date</i>	<i>Activity</i>
November 1, 2000	Preliminary Plan for the Use of Funds
February 15, 2001	Submit first progress report covering November 1 through January 31
March 15, 2001	Begin submitting monthly progress reports with each progress report covering the 1 st through the end of the preceding month.
May 15, 2001	Submit updated Plan for the Use of Funds
May 15, 2002	Submit updated Plan for the Use of Funds (financial worksheet will not be changed).

The workbook serves as both a planning and reporting document and is designed to facilitate this dual role. Columns of cells shaded **red** do not allow data to be entered. Columns of cells shaded **green** may be updated at any time. The red cells that reflect planning data will be changed automatically to green when planning revisions are scheduled for submission (September 29 - November 1, 2000, April 15 - May 15, 2001, and April 15 - May 15, 2002). To assist project managers in completing the Plan, comments are inserted into the individual cells of the worksheet. A red mark in the upper righthand corner of a cell indicates additional instructions. Placing the cursor over a cell with a red marker prompts the instructions to appear. These instructions are included in the *Step-By-Step Instructions*.

Step-By-Step Instructions

Web-based Standards of Learning Technology Initiative

Plan for the Use of Funds

To use the workbook, it is necessary to download the Excel file, "soltechplan.xls" You may choose where you wish to save this file, but it is recommended that you save the file to a network drive where it will be backed up frequently and will be accessible from more than one workstation.

Once the file has been saved, you will be able to enter data, save the file, and print a copy of the completed workbook.

Open up the "soltechplan.xls" workbook in Excel.

The workbook consists of four worksheets: Contact, Division Monthly Progress, School Monthly Progress, and Financial. These worksheets may be accessed by left clicking on the tabs at the bottom of the workbook.

Microsoft Excel - soltechplan

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Web-Based Standards of Learning Technology Initiative
Plan For The Use Of Funds
School Division Contact Information

SELECT SCHOOL DIVISION

When you select the name of your school division, the following information will automatically be entered into the workbook: project identification data, names of students eligible for participation in the initiative, and allocations of the VPGA allocations and to students.

A red marker in the upper right corner of a cell indicates that additional instructions must be viewed by clicking the mouse pointer over the cell.

INSTRUCTION

Generate Upload File

Print Workbook

Division Contact Information

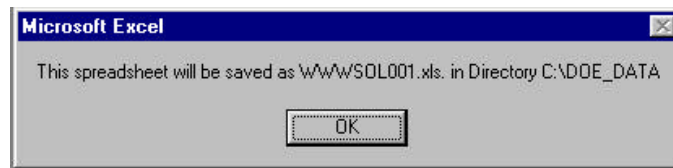
Name	
Address	
City, State, Zip	
Project Manager	
Project Manager's Phone	
Project Manager's E-Mail	
Project Manager's FAX	
Project Manager's Work Address	
Project Manager's Home Address	
Division Superintendent's Name	
Superintendent's Signature	
Date	

Contact / Division Monthly Progress / School Monthly Progress / Financial / dropdown

Left click on the *Contact* tab.

School Division Contact Information

- All contact information must be completed and may be revised as necessary.
- Left click on the down arrow to the right of the <Select School Division> cell.
- Left click on the name of your school division. You will be asked to verify that you have selected the correct school division. Click *Yes* to accept or *No* to change. You will then be notified that this workbook has been saved with the name *WWWSOLddd.xls* (where *ddd* is the division number).



- When you select the name of your school division, the following information will be entered automatically into the workbook: school identification data, names of schools eligible for participation in the initiative, and calculations of the VPSA allocation and local match.
- The division number is automatically entered when the school division is selected. Verify the accuracy of this information.
- The division address, city, state, and zip code are automatically entered when the school division is selected. Verify the accuracy of this information.
- Enter the full name of the person who will serve as the project manager for the school division or if a project manager has not been selected yet, enter the name of the contact person for the project.
- Enter the project manager's telephone number including the area code without formatting.
- Enter the project manager's e-mail address.
- Enter the project manager's fax number including the area code without formatting.
- Enter the project manager's mailing address.
- Enter the project manager's STREET address (UPS does not deliver to P.O. Boxes).
- The division superintendent's name is automatically entered. Verify the accuracy of this information.
- When the Plan is completed and ready for submission via mail, the division superintendent must sign and date the contact sheet. Send the printed Plan to Lan Neugent, assistant superintendent for technology, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

- ◆ Clicking on the **Generate Upload File** button creates a text file of the Plan. **Do not click on the Generate Upload File button until you have fully completed and verified all four worksheets.** Instructions for uploading the text file are located at the end of the *Step By Step* instructions. You may wish to save a copy of this file in a shared directory where it will be backed up on a regular basis.
- ◆ Left click on the **Print Workbook** button to print out a copy of the workbook.

Left click on the Division Monthly Progress tab.

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Web-Based Standards of Learning Technology Initiative

Division Monthly Progress

Purpose: To provide the Department of Education information regarding the status of specific tasks in the school division implementation of the Web-based Standards of Learning Technology Initiative.

Use: To generate status reports submitted to the Superintendent of Public Instruction and to the Governor's Chief of Staff and to identify school divisions that may need assistance with the completion of project tasks.

Expectation: That the Monthly Progress Report indicate an estimated date of completion of each task and reflect an increase in the percentage of completion of those tasks throughout the phases of the project. Some tasks may not reflect an increase until the latter phases of the project.

Task Description	Est. Comp. Date	Current % Comp.	Actual Completion Date
Sign and submit an "Intent to Participate" certificate to DOE by 11-01-00	11-01-00	0%	
Complete and submit Preliminary "Plan for Use of Funds" to DOE by 11-01-00	11-01-00	0%	
Complete and submit Revised "Plan for Use of Funds" to DOE by 05-15-01	05-15-01	0%	
Select project manager		0%	
Organize team members		0%	
Define and document goals and objectives within your division		0%	
Define and clarify expectations of project results		0%	
Identify and document impact of project on division		0%	
Communicate project to stakeholders		0%	
Define and sequence tasks and activities		0%	
Define resources necessary to complete tasks		0%	
Identify all barriers to successful completion of each task		0%	
Identify methods to overcome barriers		0%	
Develop a plan for administering the online assessment		0%	
Conduct a capacity assessment of each high school		0%	
Determine needs for Internet access for online assessment		0%	
Identify additional hardware and infrastructure needs		0%	
Acquire local matching funds		0%	
Submit application for E-Rate funds		0%	
Procure and install an Internet-ready local area network in each high school		0%	
Provide Internet access to all students in each high school		0%	
Conduct Personnel Training		0%	
Report readiness to submit initial recommendations and instructions of		0%	
Test hardware and connectivity (LAN and Internet)		0%	
Test online assessment and report results to DOE		0%	
Submit Final Report to DOE		0%	

Ready NUM

The **Monthly Progress Report** provides the Department of Education with the status of specific tasks toward school division implementation of the *Web-based Standards of Learning Technology Initiative*. The preliminary planning report is due no later than November 1, 2000. The initial progress report is due February 15, 2001. Thereafter, school divisions should provide the Department of Education with a monthly progress report. In May 2001, school divisions will have an opportunity to update and submit a revised *Plan for the Use of Funds*.

The Monthly Progress Report is a list of defined tasks necessary to fully implement the *Web-based Standards of Learning Technology Initiative*. The tasks have been grouped into four phases of project management: Awareness, Planning, Implementation, and Monitoring. School divisions must indicate the percentage of completion of tasks. This figure will change throughout the phases of the project until it is 100 percent complete. Some tasks will be completed very early in the project, while others may remain at zero percentage of completion for a longer time period.

The information reported by school divisions will be used to generate a statewide progress report on the *Web-based Standards of Learning Technology Initiative* to the Superintendent of Public Instruction and to the Governor's Chief of Staff. Department of Education staff will use the individual school division progress report to identify those divisions that may need assistance with the implementation of the Initiative.

Division Monthly Progress

For each task listed, enter the estimated completion date, the current percentage of completion, and the actual completion date in the appropriate columns. All dates must be entered in the format *mm/dd/yy*. Estimated completion dates are **required** for each task. Completion dates for the first three tasks are predetermined and have been entered into the worksheet.

Review the Purpose, Use, and Expectations of the Plan.

All tasks listed in the **Division Monthly Progress** worksheet are in sequence and occur during the appropriate phase of the formal project planning process.

	Task Description	Est. Comp. Date	Current % Comp.	Actual Completion Date
11				
12	Sign and submit an "Intent to Participate" certificate to DOE by 8/1/2000	08-01-00	0%	
13	Complete and submit Preliminary "Plans for Use of Funds" to DOE by 11-1-00	11-01-00	50%	
14	Complete and submit Revised "Plans for Use of Funds" to DOE (Spring 2001)	05-15-01	0%	
15	Select project manager		0%	
16	Organize team members		0%	

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Sign and forward an "Intent to Participate" certificate to DOE by 8/1/2000

The estimated completion date for signing and submitting an "Intent to Participate" certificate to the VDOE is already entered since this form was due on August 1, 2000. Because this task has been completed, you will note that the percentage completed has been entered as 100 percent. You will, however, need to enter the actual date that the "Intent to Participate" certificate was signed.

Complete and submit Preliminary "Plans for Use of Funds" to DOE by 11-1-00

A reminder of the date when the Preliminary Plan should be submitted is noted in the *Estimated Completion Date* column.

Complete and submit Revised "Plans for Use of Funds" to DOE (Spring 2001)	A reminder of the date when the Revised Plan should be submitted is noted in the <i>Estimated Completion Date</i> column.
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Phase		Task	Instructions
15	Awareness	Select project manager	
16		Organize team members	
17		Define and document goals and objectives within your division	
18		Define and clarify expectations of project results	
19		Identify and document impact of project on division	
20		Communicate project to stakeholders	
Awareness		Select project manager	It is important that a project manager be selected very early in the planning process. This individual may be a staff member such as the technology coordinator or the testing coordinator for the division, or the school division may decide to hire someone to manage this project.
		Organize team members	Organize the project team and assign duties to the members of the team.
		Define and document goals and objectives within your division	Identify and document specific tasks that must be performed in order to be prepared to administer online Standards of Learning testing and to use software for instruction and remediation by May 2003.
		Define and clarify expectations of project results	Identify and document the expected benefits to the school division once the project is completed.
		Identify and document impact of project on division	Identify and document any changes to existing policies and procedures that may be required to implement this project.
		Communicate project to stakeholders	Identify those individuals who have a vested interest in the results of the project and create a communications plan to keep them informed.

	B	C	D
21	Planning	Define and sequence tasks and activities	
22		Define resources necessary to complete tasks	
23		Identify all barriers to successful completion of each task	
24		Identify methods to overcome barriers	
25		Develop a plan for administering the on-line assessment	
26		Conduct a capacity assessment of each high school	
27		Determine needs for internet access for on-line assessment	
28		Identify additional hardware and infrastructure needs	
Planning		Define and sequence tasks and activities	Determine what tasks need to be performed and the order in which they must be implemented.
		Define resources necessary to complete tasks	Define resources, i.e. human, hardware, software, networking, etc. that are needed to complete the tasks.
		Identify all barriers to the successful completion of each task	Determine any condition or barriers that could possibly prevent the successful implementation of this project.
		Identify methods to overcome barriers	Develop a plan that eliminates or minimizes the impact of these conditions or barriers to the project.
		Develop a plan for administering the online assessment	Develop a plan that outlines the local administration and management of online testing and the use of software for instruction and remediation.
		Conduct a capacity assessment of each high school	Conduct a technical capacity assessment of each high school participating in the project. The information collected in this assessment will make it possible for you to compare the existing technical capacity with the specifications for the project as outlined by the Department of Education.
		Determine needs for Internet access for online assessment	Compare the existing Internet connection of each of the participating high schools with the requirement for Internet connectivity necessary for online testing as determined by the Department of Education. Identify and document what upgrades will be necessary for each of the participating high schools to meet the requirements for Internet connectivity to administer online testing.

		Identify additional hardware and infrastructure needs	Compare the existing hardware and infrastructure of each of the participating high schools with the requirement for hardware and infrastructure (network wiring, hubs, switches, routers, etc.) necessary for online testing as determined by the Department of Education. Identify and document upgrades that will be necessary for each of the participating high schools to meet the requirements for hardware and infrastructure to administer online testing.
29	Implementation	Acquire local matching funds	
30		Submit application for E-Rate funds	
31		Procure and install an internet-ready local area network in each high school	
32		Provide Internet access to all students in each high school	
33		Conduct Personnel Training	
	Implementation	Acquire local matching funds	Identify and document the steps that must be taken to ensure the availability of required local matching funds for the project.
		Submit application for E-Rate funds	Identify how E-Rate can be used to provide additional funding for the project and submit an application.
		Procure and install an Internet-ready local area network in each high school	Follow the local procedures for procuring the necessary resources to install an Internet-ready local area network in each high school.
		Provide Internet access to all students in each high school	Ensure that Internet access is available to all students in each high school.
		Implement personnel training	Identify, document, and implement a plan to train technical support staff, administrators, teachers, and students to use the online testing program and software for instruction and remediation.
33	S	Conduct Personnel Training	
34		Report readiness to submit initial remediation and instructional software evaluation	
	M		
		Report readiness to submit initial remediation and instructional software evaluation	Develop a plan to select software for remediation and instruction, align that software with the Standards of Learning, evaluate its effectiveness in both remediation and instruction, and report those evaluations to the DOE.

35	Monitoring	Test hardware and connectivity (LAN and Internet)	
36		Test on-line assessment and report results to DOE	
Monitoring		Test hardware and connectivity (LAN and Internet)	Make sure that all hardware is working and that all workstations connected to the LAN are able to connect to the Internet.
		Test online assessment and report results to DOE	Identify, conduct, and document a procedure that simulates simultaneous online testing and report the results to the Department of Education.
36	ng	Test on-line assessment and report results to DOE	
37		Submit Project Review to DOE	
38			
Submit Project Review to DOE			Write a review of the project after you have begun to actually administer SOL testing via online means. Included in this review will be a summary of what went well and what things should be done differently in future projects.

Click on the *School Monthly Progress* tab.

The intent of the Web-Based Standards of Learning Technology Initiative is to improve Standards of Learning instructional, remedial, and testing capabilities of high schools. For the purposes of this initiative, a high school is defined as any school with grades 9, 10, 11, **and** 12 or any combination thereof. Any school with ninth grade only is also included in this definition.

The legislation also provides for participation in this initiative by regional vocational centers, regional special education centers, regular school year regional Governor's Schools, and the Schools for the Deaf and Blind.

Certain schools fall outside of this definition including schools that have a high grade of nine and a low grade less than nine. These schools are also listed in this workbook but are marked as optional. The school division may elect to include or exclude these schools.

School divisions have the option of including any other schools in the division for participation in the initiative.

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	A	B	C	D	E	F
1			Web-based Standards Of Learning Technology Initiative			
2			School Monthly Progress			
3						
4		SCHOOL NUMBER	SCHOOL NAME	Readiness for SOL online assessment [%]	Readiness for use of software & remediation [%]	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Ready

Contact Division Monthly Progress **School Monthly Progress** Financial

School Monthly Progress

- The school numbers and school names were entered into the worksheet automatically when the school division was selected on

the *Contact* sheet. School divisions have the option to add other schools to this list for participation in this project.

- For each school listed, indicate the percentage of progress made by each school to conduct online testing.
- For each school listed, indicate the percentage of progress made by each school to use software for instruction and remediation.

Left click on the *Financial* tab.

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Web-Based Standards of Learning Technology Initiative Financial

FY 2001		BUDGETED EXPENDITURES					ACTUAL EXPENDITURES					
Expenditure Type	Planned expenditures	VPSA funds	local matching funds	E-rate funds	Other Local Funds	Totals	VPSA funds	local matching funds	E-rate funds	Local Funds	Totals	Budget less Actual
Hardware						0					0	0
Instructional Software						0					0	0
LAN Capability						0					0	0
Internet Access						0					0	0
Other Uses of Funds						0					0	0
Teacher Training			2,500			2,500		2,500			2,500	0
Total Budget/Actual	0	0	2,500	0	0	2,500	0	2,500	0	0	2,500	0
Remaining Available Funds		50,000	7,500			57,500	50,000	7,500			57,500	

FY 2002		BUDGETED EXPENDITURES					ACTUAL EXPENDITURES					
Expenditure Type	Planned expenditures	VPSA funds	20% local matchin	E-rate funds	Other Local Funds	Totals	VPSA funds	20% local matchin	E-rate funds	Other Local Funds	Totals	Budget less Actual
Hardware						0					0	0
Instructional Software						0					0	0
LAN Capability						0					0	0
Internet Access						0					0	0
Other Uses of Funds						0					0	0
Teacher Training			2,500			2,500		2,500			2,500	0
Total Budget/Actual	0	0	2,500	0	0	2,500	0	2,500	0	0	2,500	0
Remaining Available Funds		50,000	7,500			57,500	50,000	7,500			57,500	

Contact / Division Monthly Progress / School Monthly Progress / Financial dropdown /

The Financial worksheet is designed to track budgeted and actual expenditures in each of the funding source categories.

There are two parts to the Financial worksheet. Part 1 tracks expenditures for FY 2001 and Part 2 tracks expenditures for FY 2002.

The Total Budget figures for the VPSA and local match funding are entered automatically when the school division is selected on the **Contact** worksheet.

Cells which are blocked indicate that the Funding Source prohibits use of these funds for this type of expenditure.

- The **Planned Expenditures** column represents the actual dollar amount that must be spent to ensure that all participating high schools are equipped to meet the requirements of the Initiative, regardless of the amount of money which has been allocated through the Initiative.

- The **Other Local Funds** column refers to local funds that are provided in addition to the required 20 percent local matching funds.
- **Hardware** refers to Classroom Multimedia Network Computers and includes only the cost of the new computer system itself (e.g., monitor, CPU, keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category.
- **Instructional Software** must have a useful life of at least one year and be included in the division's approved technology plan. For every \$13 spent for hardware, \$1 may be spent for software.
- **LAN Capability (Internet-Ready Local Area Network (LAN) Capability)** includes costs related to networking, retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring, servers, power upgrade, etc.).
- **Internet Access (Network Virginia or Web-Equivalent Access to the Internet)** includes costs related to networking, retrofitting, upgrading of school buildings, and operating software related to access the Internet via Network Virginia or other web-equivalent access (e.g., wiring, servers, power upgrade, etc.).
- **Other Uses of Funds** includes expenditures for the redemption of principal, interest on debt, and fund transfer transactions.
- **Teacher Training** must be AT LEAST 25 percent of local matching funds.
- **Total Budget/Actual:** The Actual Total Budget Figures for VPSA and Local Matching Funds are automatically entered into the spreadsheet based upon the school division selected on the **Contact** worksheet.
- **Remaining Available Funds:** After expenditures of the funds have been entered, each cell in this row should equal 0.

Click on the **Contact** tab.

For each submission of the planning data (November 1, 2000, May 15, 2001, May 15, 2002), the division superintendent must sign and date the contact sheet and forward via mail to the Department of Education. Send the printed Plan to Lan Neugent, assistant superintendent for technology, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

Left click on the **Print Workbook** button to print out a copy of the workbook.

You are now ready to generate a text file of the Plan.

Click on the **Generate Upload File** button to create this text file.

This file will automatically be saved to the local hard drive.

The name of this file is "SOLWWWmmyy000.txt" where *mm* is the month being reported, *yy* is the year, and *000* is the division number. The month being reported is the 1st through the end of the preceding month.

When generating the text file, the Excel workbook will evaluate your data submission for errors. If any errors are detected, the workbook will **not** generate the text file, and you will see a version of the screen below identifying the errors that you have made:

Sheet	Cell	Description of Error
Division Monthly Progress	F20	Estimated Completion Date is missing.
Division Monthly Progress	F21	Estimated Completion Date is missing.
Division Monthly Progress	F22	Estimated Completion Date is missing.
Division Monthly Progress	F23	Estimated Completion Date is missing.
Division Monthly Progress	F24	Estimated Completion Date is missing.
Division Monthly Progress	F25	Estimated Completion Date is missing.
Division Monthly Progress	F26	Estimated Completion Date is missing.
Division Monthly Progress	F27	Estimated Completion Date is missing.
Division Monthly Progress	F28	Estimated Completion Date is missing.
Division Monthly Progress	F29	Estimated Completion Date is missing.
Division Monthly Progress	F30	Estimated Completion Date is missing.
Division Monthly Progress	F31	Estimated Completion Date is missing.
Division Monthly Progress	F32	Estimated Completion Date is missing.
Division Monthly Progress	F33	Estimated Completion Date is missing.
Division Monthly Progress	F34	Estimated Completion Date is missing.
Division Monthly Progress	F35	Estimated Completion Date is missing.
Division Monthly Progress	F36	Estimated Completion Date is missing.

Please correct the identified errors and then repeat the instructions for generating an upload file.

This text file should be attached to an e-mail with the subject line "Progress Report 000 (where 000 represents the division number) when you submit your Plan and Month Progress Report electronically to <mailto:solplan@mail.vak.12ed.edu>.

Do not submit a copy of the workbook.

You may wish to save a copy of this file in a shared directory where it will be backed up on a regular basis.